

### Scheduled Communications

Name of Communication	Purpose	Send To	Send From	Send Date	Notes
CTC Information	Initial communication to CTCs. Contains information on Test and Data Collection Windows, administration details, participation guidelines, training information.	CTC	DOE	11/7/2008	Send 2 wks before CTC registration open
Fall Registration Open	Notifies CTCs that the Registration site is open. Includes important dates and information for the IN ECAs, Biology I participation guidelines, how to access the site and complete registration.	CTC	QAI	11/20/2008	
Test Scout & Workstation Readiness Program - A1	Notifies CTCs that the STCs have received a Test Scout email, and reminds them to confirm that all workstations are ready for testing prior to testing window.	CTC	QAI	11/24/2008	
A1 Report Release	Notifies CTCs and STCs that score reports for A1 are available. Instructions on accessing the reports are included.	CTC, STC, Teachers	QAI	12/19/2008	Once analysis is complete and approved by IDOE
Test Scout Program - A1/A2	Sent to STC when the CTC registers him/her as STC. Test Scout is a trouble-shooting program designed to assist schools in identifying any technology-related problems with the system prior to testing day.	STC	Auto-generated	Triggered by CTC Registration	
STC Information Sent after CTC Registration A1/A2	Sent to STC when the CTC registers him/her as STC. Includes test windows, responsibilities of the STC, training information, accessing test site.	STC	Auto-generated	Triggered by CTC Registration	Start 11/20/08 and update before A3.
Test Scout & Workstation Readiness Program - A2	Reminds CTCs to confirm that all workstations are ready for testing prior to testing window.	CTC	QAI	1/26/2009	
Test Scout Program - A1/A2	Sent to STC when the CTC registers him/her as STC. Test Scout is a trouble-shooting program designed to assist schools in identifying any technology-related problems with the system prior to testing day.	STC	Auto-generated	Triggered by CTC Registration	
STC Information Sent after CTC Registration A1/A2	Sent to STC when the CTC registers him/her as STC. Includes test windows, responsibilities of the STC, training information, accessing test site.	STC	Auto-generated	Triggered by CTC Registration	Start 11/20/08 and update before A3.
Web Training Schedule/Registration - A3	Communication sent to all CTCs with updated A3 information. Includes A3 training information, information on accessing the test site and completing registration, information on paper-and-pencil admin (deadline for ordering PP materials and information on ordering LP/Braille materials), Data Collection information, Biology I participation guidelines.	CTC	QAI	2/13/2008	Includes reminder of PP Reg window, sent out 2 wks prior to PP cut-off
Test Scout & Workstation Readiness Program - A3	Reminds CTCs to confirm that all workstations are ready for testing prior to testing window.	CTC	QAI	4/20/2009	
Paper-and-Pencil Materials Shipped	Notifies all corps who enrolled for PP testing that materials were shipped. Includes information on tracking materials, Pre-ID labels, and general information on administering PP tests.	CTC	QAI	4/18/2008	Based on ship date; only to PP CTCs
A3 Online Report Release	Notifies CTCs and STCs that score reports for A3 are available. Instructions on accessing the reports are included.	CTC, STC, Teachers	QAI	5/13/2008	
Paper-and-Pencil Return Materials Reminder	Sent to CTCs as a reminder to return all materials to Questar.	CTC	QAI	6/10/2008	
STC Information Sent after CTC Registration A3	Sent to STC when the CTC registers him/her as STC. Includes test windows, responsibilities of the STC, training information, accessing test site.	STC	Auto-generated	Triggered by CTC Registration	Start 11/20/08 and update before A3. Updated email is sent to all STCs in Feb., then auto-generated to any new STCs.
Test Scout Program - A3	Sent to STC when the CTC registers him/her as STC. Test Scout is a trouble-shooting program designed to assist schools in identifying any technology-related problems with the system prior to testing day.	STC	Auto-generated	Triggered by CTC Registration	Updated for A3 after the A2 admin.
Missing Materials	Sent to all CTCs whose corporation hasn't returned any materials. The email includes security codes for all test booklets still outstanding.	CTC	QAI	7/10/2008	Targeted corps that haven't returned any materials.
A3 Paper-and-Pencil Report Release	Notifies CTCs, STCs and teachers that score reports for A3 PP testing are available. Instructions on accessing the reports are included. This email is sent to each Corporation as reports become available.	CTC, STC, Teachers	QAI		